

Inventory and Property Tags for Fixed Assets

CAREER AND TECHNICAL EDUCATION PROGRAM

Inventory management and control for equipment purchased for use in the career and technical program shall be administered in compliance with applicable legal requirements. ¹

The Office of Career and Technical Education, with the Division of Resource Management, shall track equipment based on guidelines in the following link ([http:](http://))costing \$250 and above, unless it is a part of another piece of equipment.

- Property/inventory tags are attached to those items.
- The eMARS accounting system is set up for \$250 and above for Career and Technical programs.
- The eMARS accounting system maintains an inventory list per site.
- Periodically, Division of Resource Management personnel shall confirm the inventoried items per site.
- Insurance is established to inventory items at \$250 and above.
 - Computers (CPUs and monitors) are considered equipment regardless of cost and must be inventoried.

DONATED ITEMS

Equipment donated to area technology centers will be inventoried by the same procedures as purchased equipment. The Principal should maintain a record of all donated equipment and the estimated value.

INSTRUCTIONAL PROGRAMS

Items of equipment costing under \$250 will receive a KDE sticker. This will allow recognition of any equipment costing under \$250 during a physical inventory. Equipment costing over \$500 must receive a barcode and be placed on the school inventory.

The following are specific items that SHOULD NOT be classified as personal property for purpose of inventory, regardless of their cost:

(1)	Books, films, filmstrips, DVDs, CDs , transparencies, slides, tapes, or sets of these items
(2)	Teaching packages where all or part of it is consumable. (If these packages contain individual items that meet all of the conditions to be classified as personal property that can be inventoried, these items should be individually inventoried.)
(3)	Tool Kits (This exemption pertains only to kits that include wrenches, sockets, etc., that are normally dispersed and placed on boards. It does not include kits that retain their identity such as electrical training kits, fuel injection testing kits, etc.)
(4)	Items that become part of a more complex unit, such as: guards, motors, bed rails, mattresses, etc.

(5)	Items that become a permanent part of the physical structure such as wall-mounted mirrors, chalkboards, and bulletin boards permanently attached to the structure, built-in cabinets and shelves, air and water regulators, etc.
(6)	Internal computer parts should be added to the original cost of the computer to which they are added.
(7)	When any attachment becomes part of an inventoried piece of equipment, the cost should be added to the price of that piece of equipment

Property identification stickers or barcodes must be placed on equipment before the equipment is placed in service.

MISSING EQUIPMENT

Equipment that is missing or cannot be accounted for should be reported to the Division of Resource Management. When equipment has been verified to be unaccountable, employees shall complete a Declared Surplus form and a memo requesting to delete the equipment from inventory. Finance Administration approval is required for such action.

NOTE: The Division of Resource Management is the only area that can delete equipment from the inventory.